
Contractor Name

Contract Term

Contract Number

Within 90 days of the end of your contract term, you are required to submit this form and all documents listed below (Except #2 EARS Reports) to CSD. Any monies due to CSD must also accompany this form and documents.

- ☐ 1. Refund Check Amount (if applicable)
\$ _____
 - ☐ Not Applicable
- ☐ 2. DOE Expenditure/Activity Report (Use Current EARS Reporting Forms)
 - DOE Monthly Weatherization Reimbursement/Activity Report CSD 571 (Rev. 7/07)
 - ☐ Not Applicable
- ☐ 3. DOE Close-out Equipment Inventory Schedule CSD 720D (Rev. 7/08)
- ☐ 4. DOE Year-End Close-out Report CSD 720F (Rev. 7/08)

Comments: (Note reporting periods adjusted in EARS as referenced in #2 on the Steps for Completing the Close-Out)

CERTIFICATION:

THE SIGNATURE BELOW CERTIFIES THAT THE ENCLOSED DOCUMENTS (LISTED ABOVE) ARE ACCURATE, COMPLETE, AND HAVE BEEN REVIEWED AND APPROVED BY THE AGENCY'S AUTHORIZED AGENT.

Authorized Agent/Title (Print)

Telephone Number

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Signature

Date
